



COQUITLAM

MINOR HOCKEY

CMHA Volunteer Coordinator

Coquitlam Minor Hockey is a large Association and in order to provide a really great experience for our children we need volunteers to help run this organization. In order to recruit and organize our volunteers, we need a Volunteer Coordinator for the remainder of the 2024-25 season and beyond. This is a volunteer role for which time requirements will fluctuate throughout the course of the season. A few of the key events which require organization of volunteers include:

1. Evaluations/Tryouts
2. Photo Days
3. Coach vs Coach game night
4. Awards Night
5. Volunteer Appreciation Night

The ideal person for this role is personable, organized, has excellent time management and multitasking skills and has a strong appreciation for the value and benefits of volunteering. You will also need to have some degree of technology skills, including social media and email. Volunteering can be challenging but it can also be very rewarding and if you are the kind of person that matches this description, this might be a good fit for you. The Volunteer Coordinator oversees and is responsible for the day-to-day operation of the CMHA Volunteer program and database. You will work closely with the Events and Engagement Coordinator, and the rest of the Board of Directors.

Some of the Key Duties:

- be the CMHA Volunteer Program point of contact and ensure that volunteers are oriented about CMHA and its policies and keep a volunteer database
- reconcile the volunteer list for the end of the season board review, and provide a final list of non-compliant families to be voted on for deposit cashing
- determine CMHA's volunteer needs in collaboration with the Events and Engagement Coordinator, as well as other Board members & staff in order to match volunteer skills and time with best available opportunities;
- recruit and promote volunteers;
- provide feedback to staff regarding volunteers' evaluation of their experience;
- develops and implements strategies for volunteer recognition and retention;
- participate in committees, task forces and meetings as required for special projects and initiatives;
- represent the CMHA in a professional manner

Please email admin@coqmha.org for more information, or if you think this might be a good role for you. Thank you!